

ISSUED 11/30/09
PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

COORDINATOR OF DEVELOPMENT

EXAMINATION # 64631

COORDINATOR OF DEVELOPMENT, Saratoga County. At the present time there is one vacancy in the Ballston Spa Central School District. The result of this eligible list will also be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$49,000/yr

LAST DAY TO FILE IS JANUARY 27, 2010.

DATE OF THE EXAMINATION IS MARCH 6, 2010.

NOTICE: **SATURDAY SABBATH OBSERVERS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: A mandated examination fee of \$7.50 has been imposed by New York State on all Municipalities under the jurisdiction of NYS Civil Service beginning October 1, 1989 for each separate numbered examination for which you apply. However, the "Saratoga County Legislative Board" passed a resolution to absorb this fee for all Saratoga County Residents only. All other applicants must submit the \$7.50 **non-refundable** fee for each exam that they apply for. Please make checks payable to the **Saratoga County Treasurer's Office**.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the developing, proposal writing, procuring and monitoring of public/private grant funds that may be available to a school district. An employee in this class performs professional level work in identifying possible funding sources public or private to develop and maintain programs throughout the school district. The position forms partnerships with corporate as well as non-profit partners based on district programmatic needs. In addition to the identification of sources, the incumbent shall be responsible for writing program and grant proposals for submission to the public/private funding sources. These shall explain the proposed program focus, the means to accomplish the goal and the dollar amount necessary to effect a successful conclusion. Assignments are received from a Higher ranking administrative position within the School District. Supervision is not ordinarily found in this class. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State board of regents with an Bachelor's Degree and two (2) years of professional level work experience, or its part-time equivalent involving the development, administration or analysis of programs or projects; or

- B. Six (6) years of paraprofessional or professional work experience , or its part-time equivalent, two (2) years of which must have involved professional level work experience in the development, administration or analysis of programs or projects; OR
- C. An equivalent combination of training and experience ad defined by the limits of (A), (B) and (C).

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Advising and interacting with others -These questions test for the ability to interact with other people, to gather and present information, and to provide assistance and advice in a courteous and professional manner.

2. Educating and interacting with the public-These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Office record keeping -These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

4. Preparing written material -These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

5. Understanding and interpreting written material -These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

NOTICE TO CANDIDATES: The use of quiet, hand-held, solar or battery-powered calculators are recommended. Devices with 'Typewriter Keyboards,' 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' 'or any similar devices are **prohibited.**'

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 21, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veterans credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government or New York State government permanent appointment.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing, down loading from our web site @ www.saratogacountyny.gov, phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER